

## **Grant Eligibility Notification & Awards Process Information Sheet**

Maryland Energy Administration (MEA)

August 2007

### **Review Process:**

Only complete and qualified applications will be given consideration for grants. The distribution of funds will be on a first-come, first-served basis for qualified applications throughout the State until all funds are committed. It is possible that not all qualified applicants will be offered a grant.

### **Notification Process:**

After reviewing grant applications, MEA shall notify all applicants of their status. Applicant's status will be in one of four categories:

- (1) Eligible: Begin installation of project and follow Grant Award Procedures
- (2) Eligible, insufficient funds: Follow Waiting List Procedures
- (3) Incomplete Application: MEA will provide a list of missing information
- (4) Ineligible: MEA will provide the reason(s)

(1) Eligible for Grant – If the application passes the review and funds are available, MEA shall send the applicant notification by email, phone or U.S. mail. **Please respond to MEA to verify your receipt of the notification.** Upon MEA Notification, the applicant is deemed a program participant and may begin the installation of the solar project. When the project is completed the program participant must follow Grant Award Procedures.

The program participant has up to 180 days from the MEA notification to complete their project. In some cases MEA may allow a time extension. To be considered for a grant extension a request for an extension must be submitted at least 14 business days prior to expiration of the 180 day installation deadline.

### **Grant Award Procedures:**

#### *Completion Certification.*

Upon completion of the project the grantee must submit to MEA the Completion Certificate signed by the owner and the installer. The Completion Certificate must include a social security (SS#) number or a federal identification number (FID#) and must be accompanied by the required supporting documentation. The required supporting documentation includes:

- Copies of all issued inspection documents, permits, or both, as provided by the local authority having jurisdiction;
- A copy of the product specification sheet;
- A copy of the final sales invoice, which includes:
  - The actual price paid;
  - An itemized list of:

- Components;
  - Labor; and
  - Permit fees; and
  - The method of payment;
  - A copy of the system warranty agreement
- MEA also requests a photograph of the solar installation.

MEA has the right to inspect all work prior to issuing payment of a grant.

*Issuance of Grant.*

The grant check shall be mailed to the owner of the solar energy system within one month of MEA's approval of the completed project.

(2) Waiting List Procedures - Eligible applicants who are not offered program participation due to insufficient funds will be placed on a waiting list. The order of the waiting list will be determined by the date that the fully completed Application and supporting documentation arrive at MEA. Applicants on the waiting list that do not receive grant eligibility notification by the end of the funding cycle shall be eligible for funding at the beginning of the next funding cycle through a simplified application update process. The applicants will need to reaffirm their interest in participating in the program and must also verify their cost estimates and update these estimates if necessary.

(3) Incomplete Application - MEA will provide a list of missing information. Typically missing information is some or all of the necessary supporting documentation detailed in the Application Process Information Sheet:

Applicants must supply all missing information in order to be re-considered for grant eligibility.

(4) Notification of Ineligibility - Applicants that are considered ineligible shall be notified in writing of their ineligibility and given a reason for the determination. A common example of an ineligible project is where there is substantial shading on the proposed site which would cause the system's output to be much lower than in full sun conditions and therefore not be an appropriate site for a solar energy project. Applicants may appeal the determination and take steps necessary to become eligible, if appropriate.